



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2017/PROC/UNDP-MMR/PN/066

Date: 6 July 2017

Country	: MYANMAR
Description of the assignment	: One Stop Shop (OSS) Project Coordinator
Period of assignment/services	: 75 days over a 5 month period from starting date
Duty Station	: Home based, UNDP CO Yangon, and Nay Pyi Taw with travel to other locations if required
Type of Contract	: Individual Contract

Proposal should be submitted to the **Procurement Unit, UNDP Myanmar, No. 6 Natmauk Road, Tamwe, Yangon** or by email to bids.mm@undp.org ; no later than **17 July 2017**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will response in written or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background

Myanmar has gone through a phase of unprecedented change. The transition to the 2008 Constitution was the first step in an on-going sequence of rapid and far-reaching political and economic reforms. The main features distinguishing it from the previous order are the redistribution of power among different institutions and the devolution of legislative and executive powers to the 14 Regions and States.

In the past few years, the President and legislatures have pushed forward a remarkable transformation process that was difficult to imagine not so long ago. The first stage or wave of the reform process comprised political reforms which are still on-going and have led to significant changes in the country, and to a rapid scaling up of development assistance. In May 2012, the President launched the second stage of reforms aimed at improving the social and economic wellbeing of the people. The social and economic reforms are centered on poverty reduction and inclusive growth. In December 2012, the President announced the third wave of reforms emphasizing responsiveness and the performance of public administration and its civil service. Public sector reforms are highly prioritized by the Myanmar government. The Local governance mapping revealed that there are significant challenges in coordination between departments at township level that hampers effectiveness in delivering services at township level.

More recently, Government of Myanmar has since June 2015 implemented One Stop Shops (OSS) in 316 out of 330 townships as part of their effort to enhance efficiency, transparency and effectiveness in delivering services at District and/or township level. Currently sixteen departments are participating in

the OSS. Recently, GoM have introduced OSS services in the Special Economic Zones (SEZ) to support FDIs in the states and regions.

UNDP's Local Governance program is supporting the Government's initiative to implement OSS and is therefore looking for an experienced international policy consultant to assist GoM (in particular its steering body the Union Level Working Committee) in its implementation and further development of the OSS.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Please see TOR attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see TOR attached.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested Individual Consultant must submit the following documents/information to demonstrate their qualifications:

(a) Proposal:

(i) Letter of Confirmation of Interest and Availability

(ii) Technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is the most suitable for the work

(iii) Provide the methodology on how the consultant will approach to completing the assignment

(b) Financial proposal

(c) Personal CV including past experience in similar assignments carried out for other organizations and at least 3 references

(d) P - 11

Financial Proposal

**** Consultant/Contractor whose assignment require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays after they are selected.**

5. Financial Proposal

Fees

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Travels

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses will be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. (Please see Template attached at Annex- 4)

6. EVALUATION

Individual consultants will be evaluated based on the following methodology.

Combined scoring method – where the qualifications will be weighted 70 % and combined with the price offer which will be weighted 30%. Only candidates obtaining a minimum of 75 points from the technical evaluation will be considered for the financial evaluation. The criteria for qualifications obtainable score: 100 points.

- Understanding from the technical proposal: i) scope of work; ii) comprehensiveness and relevance of the methodology/approach and iii) context specific challenges (30 points)
- Demonstrated regional experience in providing technical advisory services and/or capacity development to sub national level governments and civil society organizations to improve awareness and skills to implement good local governance and social accountability mechanisms (30 points)
- Demonstrated experience of local development work at sub-national level in Myanmar (20 points)
- Demonstrated experience of networking with civil society organizations (20 points)

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT

ANNEX 3- P-11 for ICs

ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal